

UNITED STATES CAPITOL POLICE  
WASHINGTON, DC 20510-7218

August 2, 2001


Mr. David Kleinberg  
Acting Chief Financial Officer  
Department of Transportation  
400 7<sup>th</sup> Street, SW  
Room 10101  
Washington, D.C. 20590

Dear Mr. Kleinberg:

The United States Capitol Police has an Accountant position for which we are actively recruiting. Enclosed is a copy of the job announcement, please post and circulate this announcement to any interested staff.

If you have any questions concerning the position, please contact Maryjean Jablonicky at (202) 224-0922.

Sincerely,



Maryjean Jablonicky  
Director  
Office of Financial Management

daj:3120

Enclosure



## UNITED STATES CAPITOL POLICE

# VACANCY ANNOUNCEMENT

<b>SUBJECT:</b>	Accountant CP-0510-10; Base Salary \$63,608 per annum (GS-12/13 equivalent)	<b>ANNOUNCEMENT No.:</b> 01.29
		<b>ISSUE DATE:</b> July 16, 2001
<b>REMARKS:</b>	POST ON ALL SECTION AND DIVISION BULLETIN BOARDS AND ANNOUNCE AT ROLL CALL	<b>CLOSING DATE:</b> Until Filled

### I JOB DESCRIPTION

**Summary:** This is a nonsupervisory position is located in the Accounting Division, Office of Financial Management. The incumbent is responsible for ensuring the accurate and timely recording and reporting of the financial activity of the United States Capitol Police (USCP), including preparation of periodic reports to various federal and non-federal entities as well as the preparation of the USCP's annual financial statements. Duties and responsibilities include, but are not limited to those listed below:

#### Major Duties/Responsibilities:

1. Research and maintain current on applicable accounting standards and procedures. Develop, maintain and implement accounting policies and procedures appropriate for the United States Capitol Police to ensure compliance with generally accepted accounting principles to ensure accurate and consistent reporting of financial data.
2. Ensure financial accounting transactions are entered accurately into the accounting system, in accordance with the U.S. Standard General Ledger, and within the appropriate accounting period.
3. Provide accounting expertise and financial guidance and support to other Financial Management staff and USCP organizational units to ensure accurate and timely recording and classification of financial transactions entered directly into the accounting system or entered into subsystems and interfaced with the accounting system. Also, provide guidance to other USCP entities to ensure data maintained in subsidiary systems are routinely reconciled with accounting system data.
4. Prepare various reports on operations and provide briefings as required.
5. Perform necessary analyses and validations of financial data to ensure accurate recording and consistent reporting of financial data. Initiate enhancements and improvements for processing financial data, as necessary.
6. Implement changes and improvements to internal controls within the Office of Financial Management and other USCP entities.
7. Prepare special purpose financial statements and establish and maintain a good, positive working relationships with auditors and provide timely response to auditor inquiries.
8. Perform other duties as assigned, including initiation of various special projects.

### II MINIMUM REQUIREMENTS

1. Bachelor's degree in Accounting required. CPA, CPA candidate and/or Certified Government Financial Manager (CGFM) preferred.
2. Minimum 4 years accounting experience, with experience working with the Federal Financial System or other automated financial system.

3. Broad knowledge of generally accepted accounting standards and procedures, computers and accounting software programs; knowledge of laws and regulations governing federal entities and/or Legislative branch entities; demonstrated knowledge and experience in the processes used to generate financial statements using generally accepted accounting standards.
4. Demonstrated ability to identify and examine complex issues, recommend actions and/or make decisions involving conflicting or largely undefined issues and elements.
5. Demonstrated ability to communicate effectively both orally and in writing; ability to work well with others and review the work products of and provide direction to other staff as necessary.
6. Ability to integrate improvements to accounting system capabilities, to lead cross functional teams, to solve problems in overall program management and reporting requirements and implement best practices in federal financial management.
7. Ability to obtain and maintain a security clearance if required.

### **III APPLICATION PROCEDURE**

Applicants should submit their resume to the U.S. Capitol Police, Office of Human Resources Management (OHRM), 119 D Street, N.E. Washington, D.C. 20510. Applicants currently employed by the USCP should submit form CP-531 and resume directly to the OHRM. Technical questions regarding this position should call Ms. Maryjean Jablonicky at (202) 228-5313. It is the sole responsibility of the applicant to ensure that their application has been received by OHRM. Resumes must be received or postmarked by the closing date of the vacancy announcement.

**Resume must include the name and telephone number of the supervisor for each period of service described. In addition to a detailed resume, applicants must 1) submit a supplemental statement which specifically addresses the knowledge, skills, and abilities described in Section II above, and should include any other experience which would indicate a high likelihood of success in this position, and 2) submit the name and telephone number of three professional references. Application packages which do not comply with these requirements may not be considered.**

Applicants who are not currently employed by the Department will be required to undergo a thorough background investigation if selected.

### **IV APPLICATION EVALUATION PROCESS**

The U.S. Capitol Police is an equal employment opportunity employer in accordance with the requirements of applicable House and Senate rules and regulations, and applicable federal laws and regulations.

Applicants' resumes will be evaluated according to the criteria outlined above to determine those applicants who will be further considered. In addition, attendance, disciplinary records, performance evaluations, and supervisors' comments may be evaluated to further determine those who will be selected for this position. The individual selected for this position will be required to satisfactorily complete a probationary period of one year.

All applicants will be notified by the Office of Human Resources Management when this position is filled. There will be no intermediate notifications. Additionally, should the minimum requirements change significantly, a new vacancy announcement will be issued.

Time spent for interviews shall be considered work time for current USCP employees.

**Pay and Benefits:** This position is within the Federal Legislative Branch, and is not a general schedule (GS) position. Civilian U.S. Capitol Police employees are paid in accordance with an established pay schedule. Employees are covered by the same benefits as other branches of the Federal government: health and life insurance, retirement and Thrift Savings Program, disability, leave programs, holidays, etc.. Upon receipt of proper certification, sick leave balances will be transferred from other branches of the Federal government. **Annual leave balances are not transferable.**



Brian G. Boettcher  
Director, Office of Human Resources Management